

## **STUDENT AFFAIRS PRACTICUM/INTERNSHIP JOURNAL INSTRUCTIONS**

1. Each student should maintain a journal of all Practicum/Internship experiences. The journal should be submitted to the faculty supervisor at the end of the term for documentation and grading purposes. The student should make a duplicate copy for his/her file.
2. Each activity in which you participate as part of the Practicum/Internship experience should be recorded as a separate entry. This includes all of your on-site experiences as well as any other approved developmental activities in which you participated.
3. Each Journal entry should consist of two sections. The first section should include: (a) the date, (b) time frame, (c) time spent that day, (d) a running total time spent at the site, (e) the sponsoring student service agency, and (f) a brief description of the activity in which you participated. The second section should contain your corresponding feelings about the experience. Elaborate as necessary.
4. All supervision should be included in your journal where it falls chronologically in relation to your other Practicum/Internship activities. All supervision entries should be highlighted with an asterisk (\*). Supervision includes consultation with your on-site supervisor, consultation with program faculty, and attending weekly class meetings.

# Example of Journal Entry

## ACTIVITY

March 29 8:30 a.m. - 11:00 a.m.  
(2 Hours & 30 Minutes)  
(46 Hours & 15 Minutes Total)

Office of Academic Advising and Retention

Today I assisted with executing the University Academic Probation Regulations while serving as a member of an Academic Probation Hearing Committee. I listened to three students' reasons for their academic difficulties and advised them concerning the appropriate procedures for removing academic deficiencies. I also discussed strategies for helping to insure that they are not back in the same situation at the end of next semester.

\* Received ½ hour of supervision regarding my interactions with students on academic probation.

## REACTION

This was a very enlightening experience as well as an awesome responsibility. I was emotionally drained when we finished the session. I felt torn between the desire to "help" the students and the need to maintain academic integrity for the institution. And coming up with an action plan for each of the students was definitely challenging since their circumstances were all fairly unique. Overall, I felt pretty good. I think we handled the situations appropriately, although I am looking forward to days when the pressure isn't so intense.

Bill, my on-site supervisor, provided me with some good insights regarding my behavior during the student sessions. I realize that I need to focus more on active listening and keeping my personal feelings separate from my professional responsibilities. Apparently I have a tendency to get caught up "in the moment" and I can come across as a little judgmental. I plan to work on this in future sessions.